

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 22

August 12, 2013

SUBJECT: CLASSIFICATION OF TRAFFIC COLLISIONS AND FORMS
REQUIRED - REVISED

PURPOSE: This Order revises Department Manual Section 4/415.07, *Classification of Traffic Collisions and Forms Required*, to clarify the required reports for a Class I (in-depth) or Class II (minor) traffic investigation. A Class I and Class II traffic report package has been created to ensure that the relevant reports are used when investigating a Class I or Class II traffic investigation. The Traffic Collision Narrative/Supplemental CHP 556 OPI 042 - Short Form has been revised to improve the quality and accuracy of a Class II traffic investigation. In addition, officers must provide a Marsy's Rights Card to a victim of a traffic crime and document it on the Narrative/Supplemental CHP 556 form.

PROCEDURE: Attached is Department Manual Section 4/415.07, *Classification of Traffic Collisions and Forms Required*, with revisions indicated in italics.

FORM AVAILABILITY: The Class I (in-depth) form set and Class II (minor) form set are available on the Department's E-Form, located on the Department's Local Area Network for immediate use and duplication. The revised Traffic Collision Narrative/Supplemental CHP 556 OPI 042 - Short Form is attached for immediate use and duplication. All other versions of the Traffic Collision Narrative/Supplemental CHP 556 OPI 042 - Short Form should be marked "obsolete" and placed in the Area/Division recycling bin.

AMENDMENTS: This Order amends Section 4/417.05 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Internal Audits and Inspections Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



CHARLIE BECK
Chief of Police

Attachment

DISTRIBUTION "D"

DEPARTMENT MANUAL
VOLUME IV
Revised by Special Order No. 22, 2013

415.07 CLASSIFICATION OF TRAFFIC COLLISIONS AND FORMS REQUIRED.

An officer assigned a Traffic Collision call *must* conduct a preliminary investigation to determine whether *a reportable traffic collision has occurred and if the occurrence requires a Class I (in-depth) or Class II (minor) investigation.*

- A Class I investigation requires completion of *the Traffic Collision Report CHP 555 Form Set (in-depth), which consists of form CHP 555 OPI 061 (pages 1 through 4 with a scaled diagram), Narrative/Supplemental CHP 556 OPI 061 - Long Form with a full narrative and verbatim statements, and if applicable, a Municipal Supplement, Form 04.03.01, and/or Truck/Bus Collision Supplemental Report CHP 555D.*

***Note:** The concerned bureau traffic division watch commander has the discretion to allow a sketch diagram, in lieu of a factual diagram, for a single-party traffic collision where there are no passengers or fatalities.*

- A Class II investigation requires completion of *the Traffic Collision Report CHP 555 Form Set (minor), which consists of form CHP 555 OPI 061 (pages 1 through 3), Traffic Collision Narrative/Supplemental CHP 556 OPI 042 – Short Form with a condensed narrative and paraphrased statements, and if applicable, a Municipal Supplement.*

DATE OF INCIDENT/OCCURRENCE	TIME (2400)	NCIC NUMBER	OFFICER I.D. NUMBER	NUMBER
<input checked="" type="checkbox"/> "ONE" <input type="checkbox"/> Narrative <input type="checkbox"/> Supplemental	<input checked="" type="checkbox"/> "ONE" <input type="checkbox"/> Collision report <input type="checkbox"/> Other:	TYPE SUPPLEMENTAL ("✓" APPLICABLE) <input type="checkbox"/> BA update <input type="checkbox"/> Hazardous materials <input type="checkbox"/> Fatal <input type="checkbox"/> School bus <input type="checkbox"/> Hit and run update <input type="checkbox"/> Other:		
CITY/COUNTY/JUDICIAL DISTRICT				REPORTING DISTRICT/BEAT <input type="checkbox"/> Yes <input type="checkbox"/> No
LOCATION/SUBJECT				CITATION NUMBER

* Note: This form is for use with Class II traffic collisions only.

☐ Information received telephonically.

☐ No At-Scene Investigation. All Information received from _____ at _____ Station.

COLLISION SUMMARY: _____

AREA(S) OF IMPACT:

☐ Estimated ☐ Paced ☐ Measured: _____

AOI #1 was _____ Feet N S E W of the _____ N S E W curb of _____ &

_____ Feet N S E W of the _____ N S E W curb of _____

(IF APPLICABLE),

AOI #2 was _____ Feet N S E W of the _____ N S E W curb of _____ &

_____ Feet N S E W of the _____ N S E W curb of _____

(INCLUDE ADDITIONAL AOI'S IN THE NARRATIVE)

AOI(S) Determined by: ☐ Statements ☐ Debris ☐ Tire Mark(s) ☐ Point of Rest ☐ Other _____

UPON ARRIVAL (AT-SCENE INVESTIGATIONS): ☐ Citizen Call ☐ Radio Call ☐ Observation Received: _____ / At Scene: _____

Additional: _____ Incident #: _____

CONTROLS: ☐ Not a Factor All Controls Clearly Visible and Operational ☐ Yes ☐ No (IF NO, DESCRIBE IN NARRATIVE)

☐ Tri-Light Signal(s): ☐ Protected ☐ Permissive (Describe): _____

☐ Stop Sign(s): Location & Directions Controlled: _____

☐ Lane Markings (Describe): _____

☐ Crosswalk: ☐ Marked or ☐ Unmarked Location: _____

☐ Other: _____

PHYSICAL EVIDENCE: (SCRUB MARKS, SKIDS, DEBRIS FIELD, ETC.)

1. Type & Location _____

2. Type & Location _____

REMARKS: 04.37.00 Information exchanged at scene ☐ Yes ☐ No (If No, explain in "Additional")

Crime ☐ Hit & Run, Misd: P-1, driving V-1, failed to stop and ID self or otherwise comply with 20002(a) VC.

Info: ☐ Hit & Run, Felony: P-1, driving V-1, failed to stop and ID self, render aid to injured person(s), or otherwise comply with 20001(a) VC.

☐ DUI: P-____ displayed the objective symptoms of alcohol intoxication and was subsequently arrested for 23152(a) VC.

(See associated Arrest Report, Booking # _____).

Claims of Mechanical Failure (from any party): ☐ Yes ☐ No (If Yes, explain in Narrative)

FILING REQUEST: Request filing on P-____ for: ☐ 12500(a) VC ☐ Other: _____

MARSY'S RIGHTS CARD: Provided to victim(s) of crime (mandatory) ☐

CAUSE (Justification for Primary Collision Factor): _____

PREPARER'S NAME AND I.D. NUMBER	DATE	REVIEWER'S NAME	DATE
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Use previous editions until depleted.